

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY REGORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE							
Application Date	Department of Education	Application Number							
	Office of Vocational Education	91-64							
Application Number	Division of Vocational Instruction	Date Received Date Completed							
, , , , , , , , , , , , , , , , , , , ,	Trade and Industrial Education	1-28-81 JAN 30 1981							
	Atlanta, Georgia	<u> </u>							
2. Person to Contact	Working Title	Telephone Number							
Phil Petty	Project Director	656–2554							
3. Action Requested									
a. 🙀 Establish Retention Schedule; record will continue to accumulate.									
b. Dispose of present accumulation; no further accumulation anticipated.									
c. □ Amend Application No Check One: □ Change; □ Supercede; □ Void									
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if di	ifferent)							
1979 to date	Emergency Medical Technician Financial G								
6. Division and Office Function									
	tional Instruction is responsible for deve								
	on at the secondary and postsecondary leve								
	tate Plan for Vocational Education; develo								
	lating to instructional areas; providing c								
	involving all phases of the instructional								
evaluation of local school systems' vocational programs; reviewing architectural plans for local school systems' voactional facilities; reviewing request from local systems									
	equipment; reviewing vocational education								
	and in-service training programs; and sup								
organizations at the		G							
	,								
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.									
Documents relating to: approving and administering the Emergency Medical Technician Grants									
alloted to area vocational technical schools.									
Included are: Grant Budget; Grant Budget Amendment; and, Grant Requisition									
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File is arranged: chronologically by federal fiscal year, thereunder alphabetically by school									
8. Monthly Reference Rate	How often are records referred to which are:								
One to six months old	; Seven to twelve months old; Thirteen t	to twenty-four months old;							
twenty-five months and old	er?								
9. Annual Rate of Accumulation of Records									
Letter-size drawers; Legal-size drawers; Shelves; Other (specify)									
AR-50-71; Rev. 76	(Over)								

a. Is this the official copy of the series? If not, where [sit] b. Does the series contain contained in this make it necessary to keep the entire file for a long period, could these documents be scheduled sheareably. x. d. Oses this series have historical or long term research value? e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled sheareably. x. d. f. Is the information contained in this series ever analyse and/or recorded in a summarized report? If yes, static copy. x. f. is the read outlination contained in this series ever analyse and/or recorded in a summarized report? If yes, where? Area Vocational Technical Schools x. is the read outlination contained in this series are analyse period, could these documents be series to be kept: x. is the read outlination on the series in your office, or in another office or agency? If yes, where? Area Vocational Technical Schools x. is the read outlination in a combuter oritrotoit? 11. Retention Requirements The following requires the series to be kept: a. State Law	YES NO	10.	Questionnaire	(Place an "X	" in the proper co	olumn)	· · · · · · · · · · · · · · · · · · ·					
Does the series contain confidential information requiring security handling? If yes, and law or regulation. X C. Is this a vital record?	x		a. Is this the official copy of the series?									
X d. Does this avital record? X d. Does this series have historical or long term research value? a. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? X d. J. Is the information contained in this series over published? If yes, attach copy. J is the information contained in this series over analyzed and/or recorded in a summarized report? If yes, attach copy. h. Is there aduptication of this series in your office, or in another office or agency? If yes, a that copy. X i. Is this series for a major portion of it it require in minority. The following requires the series to be kept: 11. Retartion Requirements a. State Law	 	T					· <u>-</u>					
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X Gold State Information contained in this series ever analyzed and/or recorded in a summarized report? H yes, strach conv.			- 	s be scheduled separately?								
X If yes, stach copy.	X		, ·					• •				
S. S. there a duplication of this series in your office, or in another office or agency? If yes, where? Area Vocational Technical Schools	l l x											
X is this series for a major portion of it) regularly microfilmed? X Does the record series result in a combuter printout? 11. Retention Requirements		h.	ls there a duplic	ation of this se								
X Does the record series result in a computer printout? The following requires the series to be kept: A State Law												
11. Retention Requirements The following requires the series to be kept: a. State Law		•				_	-					
a. State Law years. d. Audit period years. b. Statute of limitation years. e. Administrative need g. years. c. Federal law years. f. Federal retention instructions 5 years. Attach copy or excert of laws or regulations. Explain administrative need. A five—year retention is needed after the completion of the grant, and a grant might last for three years. (45 CFR 100b. 734) 12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each: Calendar Year; Fiscal Year; DIXOther _federal fiscal year _then, Dixother _federal fiscal year _then,									<u> </u>			
b. Statute of limitation						00 (110 001100	to bo kopt.					
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Transfer to State Records Center; hold	1 7 71 Ha	old in t	he current files	area	month(s) 3	veari	s): then					
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